AAAC Meeting Notes
November 6, 2015

Convener: Ellen Ishida-Babineau, Dean of Division I

In Attendance: Robert Barkley, Language Arts Chair; Kathleen French, Social Science Chair; Ross Langston, Natural Science Chair; Ellen Nagaue, Testing Center Coordinator; Navtej Singh, Math-Business Chair; Tara Severns, Library; Michael Tom, Computing Center Coordinator.

A. ASC and VA Benefits
ASC do not count towards VA benefits. It’s to our benefit to remove all ASCs and offer the Certificate of Competence and AA degrees instead. Discussion is ongoing.

B. Concentrations Within Degrees
The BOR is requiring at least 10 graduates per year to justify having any degree. So instead of having different AA degrees, having concentrations under the AA degree would be better. Discussion is ongoing.

C. Progress in Pathways and Master Schedule
Ishida-Babineau reported on the progress for Division I. Patty Chong has developed pathways, or a schedule of courses, a student would have to take to graduate within two years. From this, a master schedule can be created that will identify which courses need to be offered and when. The first degree in Division I reviewed was the AA in Hawaiian Studies. Division II is reviewing ASNS. Other degrees will also be reviewed at a later date and added to the master schedule.

D. ARPD and Department Annual Reports
The Deans are currently working with the DCs on the drafts. The Academic Support Unit reports should be completed earlier since he ARPDs for Academic Support which are due later are probably based on the campus reports. The 3rd party reviews are scheduled to begin November 10.

E. Draft Guidelines for Implementing RP 9.204, Employment of Relatives
There was no feedback on the proposed guidelines; therefore, the draft guidelines have been adopted.

F. Announcements, Reminders, Information Sharing

a. Lecturer Evaluation Workshops are scheduled in Alaka‘i 118 for:
   i. 11/20/15, 1:00-3:00 (Friday)
   ii. 12/15/15, 5:30-7:30 (Tuesday)
   iii. 1/20/16, 4:30-6:30 (Wednesday)
   iv. 2/12/16, 10:00-12:00 (Friday)

b. DC review of T&P dossiers should be completed by November 13.
c. Contract renewal reviews begin on **November 16**; DC to meet with faculty member; due to Deans by **December 18**.

d. Low Enrollment Cancellation meeting – Tuesday, **December 15** at 12:00 pm to 2:00 pm, Alaka‘i 118.

e. I and N grades, final exam schedule and final grades due Tuesday after exam week.

f. Next meeting – Friday, **December 4**, 10:00 am to 11:30 am, Alaka‘i 118.